



GANDHI INSTITUTE FOR EDUCATION & TECHNOLOGY

(NAAC Accredited A+ Grade Engineering College)

BANIATANGI, BHUBANESWAR, KHORDHA - 752060

(Approved by AICTE & Govt. of Odisha, Affiliated to BPUT & SCTE&VT)



Ref No: GIET/IQAC/08/2019

Date: 26.12.2019

INTERNAL QUALITY ASSURANCE CELL

NOTICE

It is hereby informed to all the members of IQAC, of Gandhi Institute for Education & Technology, Baniatangi, Bhubaneswar that a meeting is scheduled on 06th January 2020 by 10:00 AM in the conference hall of GIET, BBSR to discuss as per the following agenda. As such all the members are requested to attend the same without fail.

Agenda:

1. Resolution of the last meeting and confirmation.
2. The action is taken for the last IQAC meeting.
3. To discuss the number of lab experiments to be conducted in each lab per batch for all the sections and program.
4. Faculty orientation programs.
5. To strengthen R&D activity.
6. Redressal of grievance
7. Smooth implementation of various Clubs, Committees.
8. To be member of Professional forums
9. Eco friendly approaches
10. Any other item with the permission of the Chair
11. Vote of thanks.

Coordinator
Co-ordinator (IQAC)
Gandhi Institute for
Education and Technology
Baniatangi, Bhubaneswar



Principal
Gandhi Institute for
Education & Technology
Bhubaneswar

Principal

Principal
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IQAC

GIET, Baniatangi, Bhubaneswar

Copy to:

1. Vice-Chairman for kind information
2. All members concerned/ Guard file/ All Dean's/ All HOD's/ IQAC cell

Ref No: GIET/IQAC/08(A)/2019

Date: 08.01.2020

INTERNAL QUALITY ASSURANCE CELL

(MINUTES OF MEETING)

A meeting of the IQAC of Gandhi Institute for Education & Technology, Baniatangi is held on dated 06.01.2020 at 10 a.m at the Conference Hall under the chairmanship of Principal. GIET, Baniatangi, Bhubaneswar.

Members Present:

Sl.No	Composition Criteria Specified by NAAC	No of Members	Name of the Member	Designation
1	Chairperson	1	Dr. Mohan Charan Panda	Principal
			Mr. Jagannath Nayak	Administrative Officer
3	Teachers	11	Dr. Jibananda Jena	Dean (Academics)
			Prof. Bikash Kumar Pattnaik	
			Dr. Sambit Kumar Mishra	Head, Department of CSE
			Prof. Sushil Kumar Pati	Head, Department of EE
			Prof. Arabinda Pradhan	Head, Department of EACE
			Dr. Animesh Chhotray	Assistant Prof., Department of Mechanical Engg.
			Dr. Sruti Ranjan Mishra	Head, Department of BSH
			Prof. Binay Panigrahi	Head, Department of Civil
			Prof. Chandan Kumar Sethi	Assistant Prof., Department of Mechanical Engg.
			Prof. Padmalochan Prusty	Assistant Prof., Department of Mechanical Engg.
4	Management Representative	1	Prof. Jyoti Prakash Mishra	Vice-Chairman, SPBM Foundation
5	Nominee from local society, Students and Alumni	2	Er. Ankita Mohapatra	HR, Executive, (Alumni Representative)
			Miss. Akansha Kumari	Mech, 4 th Year

College Campus :

Baniatangi, Bajapur, Bhubaneswar, Khordha-752060

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6	Nominee from Employers /Industrialists/Stake holders	2	Mr. Jaya Krushna Ratha	Director, MECHEM. Pvt. Ltd
			Er. Prasanna Kumar Dixit	Director, Interface Software Pvt. Ltd
7	Coordinator of the IQAC	1	Dr. Pritinika Behera	Head, Nodal Centre of Research, BPUT

The meeting started with the welcome address by the chairperson, Dr. M C Panda, Principal, GIET, Baniatangi, Bhubaneswar, extended warm welcome to the members of the IQAC. The agenda prepared by the coordinator IQAC is read over and accepted for discussion.

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11. Vote of thanks.

Agenda 1:

The minutes of the last meeting of the IQAC is placed before the IQAC Committee for confirmation.

Agenda 2: The Action was taken in the last IQAC meeting

- Faculty Development Program in collaboration with NITTR is being done on various topic relating to
 - o Innovative teaching methodology,

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- Communicative skills and effective permutation,
 - Students' psychology and classroom management,
 - Use of modern technology in teaching
- The Mechanical Engineering Department of our institute has organized International Conference on Artificial Intelligence in Manufacturing & Renewable Energy on 25th October 2019 and 26th October 2019 in association with SSRN, Elsevier publication house.

Agenda 3: To discuss the number of lab experiments to be conducted in each lab per batch for all the sections and programme

Dr. Jibanananda Jena suggested upgrading of all the lab equipment for every Department. He further suggested for preparation of a report on the number of lab experiments conducted in each lab per batch for all the sections and program. If, any deficiency in conducting the lab experiment for default in the lab equipment, is to be mentioned in the report and the same may be informed and charged the duty for repairmen to lab in-charge.

Resolution-1

It is resolved that the lab maintenance committee, will submit a report for every lab the number of lab experiments conducted for all the sections and program. The report will also include the deficiency report of the instrument for each lab of every Department.

Agenda 4: Faculty orientation programs

Dean, Academics is requested to contact various Institutions like NITTTR etc and conduct faculty orientation programs inside the Institute for the faculty members and academic support staffs.

Resolution-2

It is resolved that faculty orientation program will be conducted.

Agenda 5: To strengthen R&D activity

To strengthen the R&D activity at GIET, Baniatangi, Bhubaneswar, Dr. M C Panda,

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Principal, GIET, Baniatangi has suggested conducting more international conferences, staff development programme etc. He also suggested for the inclusion of most recent and innovative projects for the final year students. He also encourages all the HODs to propose Research Projects to the funding agencies like DST, AICTE, UGC etc. and to arrange national, international workshop and Seminars.

Resolution -3

It is resolved that Research Project Proposals and conduction of conference/workshop will be applied from every Department under the guidance of Dean (R&D).

Agenda 6: Redressal of grievance

Resolution-4

The chairperson expressed his interest to form a grievance redressal committee under the leadership of Dean, Academics. Other Deans and some of the senior faculty members will be the members of that committee. The grievance of the students should be clarified properly.

Agenda 7: Smooth implementation of various Clubs, Committees & Professional forums

Implementation of various, Clubs & Committees is suggested by Dr. Smruti Rekha Das.

Resolution-5

It is resolved that smooth implementations of various Clubs, Committees so that the students show their talents both in co-curricular and extracurricular activities.

Agenda 8: To be member of Professional forums

Resolution-6

It is resolved that all the students and staff members should be member of different professional society. The professional forums should be formed for different branches of engineering like IETE for ECE, CSI for CSE and SAE for Mechanical and Automobile Engineering so that the student will have an idea for the project from B.Tech 2nd year. The student will have an idea of project selection and also for the fabrication of the same.

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Agenda 9: Eco friendly approaches

Resolution-7

All the members of the committee strongly recommended the ecofriendly approaches should be considered by the students and also staff members to make the campus green and clean.


The Chair Person, IQAC appeal the HODs members to schedule the above in the next meeting.

The meeting was ended with a vote of thanks by the chair and members present



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